

A/E Firm:

Project Name:

Project No: FMDC Project Manager

Date:

END OF DESIGN OR STUDY EVALUATION

Rater: Please place a grade in the box labeled “Grade.”

Provide comments for “A, D, or F”

DESIGN PHASE: To be completed by FMDC’s Project Manager after the construction contract award or the completion of the study or design only project.	Grade	Grading Criteria				
		A	B	C	D	F
1. A/E proposal was submitted within the time allotted on the schedule (not applicable for projects designed by state personnel).		2 or more days early	1 day early	On schedule	1 to 5 days late	Over 5 days late
Comments:						
2. A complete and acceptable design or study was submitted on time per professional agreement/schedule.		Accepted/early 5 days or more	Accepted/1-5 days early	Accepted/On time	Accepted/1-5 days late	Rejected or over 5 days late
Comments:						
3. Meeting minutes were received promptly after each meeting.		1-2 days	3-4 days	5-6 days	7-8 days	Over 8 days
Comments:						

NOTE: Working days are to be used – not calendar days

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		A	B	C	D	F
4. A/E fully understood the results desired for the project, through programming, pre-design and thorough site investigations.		Outstanding	Above average	Average	Weak	Unacceptable
Comments:						
5. Construction cost estimates were accurate. Percentage variance from awarded construction amount. (not applicable for studies or design only projects).		± 2% or less	Within ± 5%	Within ± 10%	Within ± 15%	± 15 % or more
Comments:						
6. Specifications were written specifically for the project. Also considered is the overall quality of the plans and specifications. Design submittal checklists were submitted and completed as required including response to all Design Review Comments (not applicable for studies).		Outstanding	Above average	Average	Weak	Unacceptable
Comments:						

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		A	B	C	D	F
7. Number of Addenda issued during the bidding phase due to design issues (not applicable for studies or design only projects).		1 Addenda Issued	2 Addenda Issued	3 Addenda Issued	4 Addenda Issued	5 or More Addenda Issued
Comments:						
8. Maintained continuity of staff throughout the project		Outstanding	Above Average	Average	Weak	Unacceptable
Comments:						

Rater Signature _____
MO 300-1628 (03/05)

FILE: AE Agreement